



**STATE OF TENNESSEE  
DEPARTMENT OF HUMAN SERVICES**

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**CERTIFIED MAIL RECEIPT- Due COVID-19 this notice will not be sent via certified mail, please confirm receipt of this notice by email**

October 23, 2020

Gabriel Partee, Executive Director  
Alumni Music Incorporated  
1793 Keltner Circle, Suite 9  
Memphis, Tennessee 38114-4662

**RE: Notice of Serious Deficiency for the Summer Food Service Program (SFSP) Agreement Number 00-766 and Demand for Overpayment**

Dear Ms. Partee:

The Department of Human Services (DHS) - Division of Audit Services staff conducted a limited desk review of the Summer Food Service Program (SFSP) for Alumni Music Incorporated (Sponsor), Application Agreement number 00766, during the period of August 10, 2020 through August 19, 2020. Our scope of the review was for reimbursement made to the Sponsor for June 2020. We also reviewed documents to support the claim for reimbursement for July 2020. The claim for July 2020 was not paid as of the date of this report. Therefore, the disallowed cost noted below is result of noncompliance for June 2020 claim for reimbursement.

Due to the outbreak and the risk that COVID19 poses to the Sponsor and our staff, the review was limited to verification based on a review of the documents obtained from Sponsor via e-mail, mail, or other electronic transmission of documents. We also obtained confirmation from the Sponsor staff via telephone or e-mail relative to the operation and administration of the SFSP.

The purpose of this review was to determine if the Sponsor complied with USDA regulations set through the COVID-19 period, taking into consideration the waivers granted to the Sponsor's operation. Also, to determine if the Sponsor complied with the applicable Title 7 of the Code of Federal Regulations (CFR) applicable parts, provider agreements, and applicable Federal and State regulations.

**Important COVID-19 note:** Due the current outbreak and the risk that COVID19 poses to your organization personnel and our staff, all our staff are working from home with no or very limited access to the office. Therefore, we will not send a copy of this report via regular mail until further notice. Please confirm the receipt of this email as it is currently the option to communicate to you. If you need any assistance or have any questions, please do not hesitate to contact us via email.

### Background

We inspected meal count sheets for our test period and reconciled the meals claimed for reimbursement to the meals reported as served for each meal service. We also reviewed documentation of the Sponsor's financial transactions including, but not limited to, purchases of food.

Based on our review of the Sponsor's records and information provided, the Sponsor was approved and operated 10 feeding sites during the review period of June 2020. Additionally, for the month of July 2020, the Sponsor was approved for 17 feeding sites of which 15 were listed as operating during the review period of July 2020. We reviewed the documentation to support the claims for reimbursement that the Sponsor provided.

SFSP Sponsors utilize meal count sheets to record the number of breakfast, lunch, supper, and supplement (snack) meals served. Meals served by participating Sponsors must meet the minimum guidelines set by the United States Department of Agriculture (USDA) and DHS to be eligible for reimbursement. The SFSP Sponsor reports the number of meals served through the DHS Tennessee Information Payment System (TIPS) for reimbursement.

We inspected meal counts sheets for our test period and reconciled the meals claimed to the meals reported as served for each meal service. We also assessed compliance with civil rights requirements. In addition, we conducted a site desk reviews in July 2020 for the **0007 Youth Baptist Church, 0003 Morris Park, and 0005 Dunlap.**

### **SERIOUS DEFICIENCY DETERMINATION**

Based on the monitoring review, DHS has determined that Alumni Music Incorporated is seriously deficient in its operation of the SFSP. In addition, DHS has identified Gabriel Partee, Executive Director, as responsible for the serious deficiencies in light of their responsibility for the overall management of Alumni Music Incorporated's SFSP.

If Alumni Music Incorporated does not fully and permanently correct all of the serious deficiencies and submit documentation of the corrective action by the due date specified at the close of this report, the Department will:

- Propose to terminate Alumni Music Incorporated's agreement to participate in the SFSP.

The authorization for this action is found in Paragraph 2.m. of your SFSP Provider Agreement and in the SFSP regulations at 7 C.F.R. § 225.11(c). You may not appeal a finding of serious deficiency.

### **SERIOUS DEFICIENCIES AND REQUIRED CORRECTIVE ACTION**

Our review of the Sponsor's records for June 2020 and July 2020 disclosed the following:

**1. The Sponsor claimed more meals than what the documents supported**

**This is a Serious Deficiency**

Condition

**June 2020**

The claim for reimbursement summary for June 2020 reported 1,864 lunch meals, 9,615 supplements, and 7,751 supper meals. However, our review of the available records reconciled zero lunch meals, 2,852 supplements, and 2,852 supper meals prior to any meal disallowances. The differences were based on the following.

**Lunch**

Name of Site	Reported	Reconciled	Difference
<b>0002 Graceland Farms</b>	880 Lunches	0 Lunches	-880 Lunches
<b>0001 Millbranch Rd.</b>	984 Lunches	0 Lunches	-984 Lunches

The Sponsor over reported the number of lunch meals claimed for reimbursement by 1,864.

**Supplement**

Name of Site	Reported	Reconciled	Difference
<b>0006 Barbershop</b>	900 Supplements	0 Supplements	-900 Supplements
<b>0005 Dunlap</b>	1,375 Supplements	0 Supplements	-1,375 Supplements
<b>0002 Graceland Farms</b>	880 Supplements	0 Supplements	-880 Supplements
<b>0001 Millbranch Rd.</b>	984 Supplements	0 Supplements	-984 Supplements
<b>0003 Morris Park</b>	1,520 Supplements	0 Supplements	-1,520 Supplements
<b>0004 Pauline</b>	1,140 Supplements	0 Supplements	-1,140 Supplements
<b>0011 Richmond</b>	729 Supplements	765 Supplements	+36 Supplements

The Sponsor over reported the number of supplements claimed for reimbursement by 6,763.

**Supper**

Name of Site	Reported	Reconciled	Difference
<b>0006 Barbershop</b>	900 Suppers	0 Suppers	-900 Suppers
<b>0005 Dunlap</b>	1,375 Suppers	0 Suppers	-1,375 Suppers
<b>0003 Morris Park</b>	1,520 Suppers	0 Suppers	-1,520 Suppers
<b>0004 Pauline</b>	1,140 Suppers	0 Suppers	-1,140 Suppers
<b>0001 Richmond</b>	729 Suppers	765 Suppers	+36 Suppers

The Sponsor over reported the number of supplements claimed for reimbursement by 4,899.

## July 2020

The claim for reimbursement summary for July 2020 reported 3,668 lunch meals, 27,402 supplements, and 23,934 supper meals. However, our review of the available records reconciled zero lunch meals, 13,549 supplements, and 13,839 supper meals prior to any meal disallowances. The differences were based on the following.

### Lunch

Site	Reported	Reconciled	Difference
0002 Graceland Farms	1,240 Lunches	0 Lunches	-1,240 Lunches
0001 Millbranch Rd	2,428 Lunches	0 Lunches	-2,428 Lunches

The Sponsor over reported the number of lunch meals claimed for reimbursement by 3,668.

### Supplement

Name of Site	Reported	Reconciled	Difference
0006 Barbershop	1,550 Supplements	0 Supplements	-1,550 Supplements
0008 Claiborne Pointe	1,425 Supplements	1,350 Supplements	-75 Supplements
0005 Dunlap	2,172 Supplements	344 Supplements	-1,828 Supplements
0013 Giving Back	1,136 Supplements	0 Supplements	-1,136 Supplements
0002 Graceland Farms	1,240 Supplements	0 Supplements	-1,240 Supplements
0001 Millbranch Rd	2,428 Supplements	0 Supplements	-2,428 Supplements
0003 Morris Park	2,480 Supplements	400 Supplements	-2,080 Supplements
0016 No Child Left Behind	2,080 Supplements	2,000 Supplements	-80 Supplements
0014 One Child at A Time	1,816 Supplements	1,462 Supplements	-354 Supplements
0004 Pauline	1,860 Supplements	0 Supplements	-1860 Supplements
0011 Richmond	2,525 Supplements	2,285 Supplements	-240 Supplements
0015 Youth Outreach	2,357 Supplements	1,375 Supplements	-982 Supplements

The Sponsor over reported supplements claimed for reimbursement by 13,853.

### Supper

0006 Barbershop	1,550 Suppers	0 Suppers	-1,550 Suppers
0008 Claiborne Pointe	1,425 Suppers	1,275 Suppers	-150 Suppers
0005 Dunlap	2,172 Suppers	351 Suppers	-1,821 Suppers
0013 Giving Back	1,336 Suppers	0 Suppers	-1,336 Suppers

<b>0003 Morris Park</b>	2,480 Suppers	400 Suppers	-2,080 Suppers
<b>0014 One Child at A Time</b>	1,816 Suppers	1,462 Suppers	-354 Suppers
<b>0004 Pauline</b>	1,860 Suppers	0 Suppers	-1,860 Suppers
<b>0011 Richmond</b>	2,525 Suppers	2,455 Suppers	-70 Suppers
<b>0007 Youth Baptist Church</b>	1,297 Suppers	1,397 Suppers	+100 Suppers
<b>0015 Youth Outreach</b>	2,357 Suppers	1,383 Suppers	-974 Suppers

The Sponsor over reported supper meals claimed for reimbursement by 10,095.

**Note:** Meal Counts for sample sites 0005 Dunlap and 0003 Morris Park were received during the July 2020 desk site reviews. We requested the meal counts to complete a 5-day reconciliation for sampled sites. The Sponsor did not provide additional meal counts for the sites. Only meal counts received by the deadline of August 17, 2020 were compiled.

Criteria

*Title 7 of the Code of Federal Regulations, Section 225.9 (d)(5) states, "... In submitting a claim for reimbursement, each sponsor shall certify that the claim is correct and that records are available to support this claim. Failure to maintain such records may be grounds for denial of reimbursement for meals served claimed during the period covered by the records in question...."*

*Title 7 of the Code of Federal Regulations, Section 225.15(c)(1) states, "Sponsors shall maintain accurate records justifying all meals claimed and documenting that all Program funds were spent only on allowable Child Nutrition Program costs. Failure to maintain such records may be grounds for denial of reimbursement for meals served and/or administrative costs claimed during the period covered by the records in question. The sponsor's records shall be available at all times for inspection and audit by representatives of the Secretary, the Comptroller General of the United States, and the State agency for a period of three years following the date of submission of the final claim for reimbursement for the fiscal year."*

Recommendation

The Sponsor should ensure claims for reimbursement are completed correctly and based on accurate supporting documents.

**2. The Sponsor overstated the number of meals eligible for reimbursement based on the Point of Service meal count sheets**

Condition

The Sponsor claimed meals as served for which the meal count sheets indicted that more or fewer meals were served. Meals must be marked at the actual point of service. Meals were also disallowed due to no point of service being completed at all. Below is a summary of the overstated or understated meals:

**June 2020**

Name of Site	Number meals allowed/disallowed	Dates meals were allowed/disallowed
<b>0008 Claiborne Pointe</b>	-70 Supplements	06/23/20
	-1 Supper	06/25/20
<b>0009 Foote Homes</b>	-73 Supplements	06/24/20

As a result, 143 supplements and one (1) supper meal claimed for reimbursement were disallowed for the month of June 2020.

### July 2020

Name of Site	Number meals allowed/disallowed	Dates meals were allowed/disallowed
<b>0008 Claiborne</b>	-75 Supplements	07/09/20
<b>0009 Foote Homes</b>	-1 Supplement	07/02/20
	-5 Suppers	07/10/20
	-3 Suppers	07/19/20
<b>0012 Jessica's Outreach</b>	-3 Supplements	07/16/20
	-2 Supplements	07/20/20
	-5 Supplements	07/22/20
	-1 Supplement	07/23/20
	-4 Suppers	07/06/20
	-4 Suppers	07/15/20
	-1 Supper	07/19/20
	-10 Suppers	07/20/20
<b>0016 No Child Left Behind</b>	-75 Supplements	07/09/20
	-1 Supplement	07/24/20
<b>0014 One Child at A Time</b>	-80 Supplements	07/13/20
	-1 Supplement	07/15/20
	-2 Suppers	07/19/20
<b>0011 Richmond</b>	-13 Suppers	07/10/20
<b>0007 Youth Baptist Church</b>	-1 Supplements	07/12/20
	-3 Supplements	07/16/20
	-1 Suppers	07/06/20

As a result, 248 supplements and 43 supper meals claimed for reimbursement were disallowed for the month of July 2020.

### Criteria

The USDA Administration Guide Summer Food Service Program, page 112 states, "Only complete meals served to eligible children can be claimed for reimbursement. Therefore, meals must be counted at the actual point of service, i.e., meals are counted as they are served, to ensure that an accurate count of meals served is obtained and reported..."

### Recommendation

The Sponsors should ensure feeding site personnel are accurately completing daily meal count sheets to support the claim for reimbursement prior to submission.

### **3. Point of Service meal count forms were not signed by feeding site personnel**

Condition

Point of service meal count forms did not have the signature of site personnel on any of the meal count sheets listed below. Meal disallowances are as follows:

**June 2020**

<b>Name of Site</b>	<b>Number meals allowed/disallowed</b>	<b>Dates meals were allowed/disallowed</b>
<b>0008 Claiborne</b>	-70 Suppers	06/24/20
	-70 Supplements	06/24/20

As a result, 70 supper meals and 70 supplements claimed for reimbursement were disallowed for the month of June 2020.

**July 2020**

<b>Name of Site</b>	<b>Number meals allowed/disallowed</b>	<b>Dates meals were allowed/disallowed</b>
<b>0008 Claiborne</b>	-75 Suppers	07/06/20

As a result, 75 supper meals claimed for reimbursement were disallowed for July 2020.

Criteria

The USDA Administration Guide Summer Food Service Program, page 139 states, "All sponsors must use daily site records in order to document the number of Program meals they have served to children... Sponsors should collect these site records at least every week... When they collect the site records, sponsors should check for the site supervisor's signature..."

Recommendation

The Sponsor should ensure the site supervisors are trained on the completion of meal count forms and check to make sure each form is signed.

**4. The Sponsor did not provide menus for meals claimed for reimbursement**

**This is a Serious Deficiency**

Condition

The Sponsor did not provide a supplement menu for June 2020. A reimbursable supplement must contain two of the following four components: Milk, vegetables/fruit/100% juice, a grain, meat/meat alternate.

**June 2020**

Supplements were disallowed as follows:

<b>Name of Site</b>	<b>Number of meals disallowed</b>
<b>0006 Barbershop</b>	Supplements were disallowed in Finding 1
<b>0008 Claiborne Pointe</b>	490 Supplements
<b>0005 Dunlap</b>	Supplements were disallowed in Finding 1
<b>0009 Foote Homes</b>	584 Supplements
<b>0002 Graceland Farms</b>	Supplements were disallowed in Finding 1
<b>0001 Millbranch Rd.</b>	Supplements were disallowed in Finding 1
<b>0003 Morris Park</b>	Supplements were disallowed in Finding 1
<b>0004 Pauline</b>	Supplements were disallowed in Finding 1
<b>0011 Richmond</b>	765 Supplements
<b>0007 Youth Baptist</b>	800 Supplements

As a result, 2,639 supplements claimed for reimbursement were disallowed for June 2020.

### July 2020

The Sponsor did not provide a supplement, lunch or supper menus for July 2020. A reimbursable supplement must contain two of the following four components: Milk, vegetables/fruit/100% juice, a grain, meat/meat alternate. A reimbursable lunch/supper meal consists of milk, two or more servings of vegetables/fruit/100% juice, a grain and meat/meat alternate.

Meal disallowances were as follows:

<b>Name of Site</b>	<b>Number of meals disallowed</b>
<b>0006 Barbershop</b>	Meals are disallowed in Finding 1
<b>0008 Claiborne Pointe</b>	-1,275 Supplements
	-1,200 Suppers
<b>0005 Dunlap</b>	-344 Supplements
	-351 Suppers
<b>0009 Foote Homes</b>	-1519 Supplements
	-1512 Suppers
<b>0013 Giving Back</b>	Meals are disallowed in Finding 1
<b>0002 Graceland Farms</b>	Meals are disallowed in Finding 1

<b>0012 Jessica's Outreach</b>	-1,505 Supplements
	-1,497 Suppers
<b>0001 Millbranch</b>	Meals are disallowed in Finding 1
<b>0003 Morris Park</b>	-400 Supplements
	-400 Suppers
<b>0016 No Child Left Behind</b>	-1,924 Supplements
	-2,080 Suppers
<b>0014 One Child at A Time</b>	-1,381 Supplements
	-1,460 Suppers
<b>0004 Pauline</b>	Meals are disallowed in Finding 1
<b>0011 Richmond</b>	-2,285 Supplements
	-2,442 Suppers
<b>0007 Youth Baptist Church</b>	-1,293 Supplements
	-1,396 Suppers
<b>0015 Youth Outreach</b>	-1,375 Supplements
	-1,383 Suppers

As a result, 13,301 supplements and 13,721 supper meals claimed for reimbursement were disallowed for July 2020.

Criteria

*Title 7 of the Code of Federal Regulations, Section 225.16 (d) (1) (2) (3) states, "Sponsors shall ensure that meals served meet all of the (meal pattern) requirements."*

*Title 7 of the Code of Federal Regulations, Section 225.9 (d)(5) states, "... In submitting a claim for reimbursement, each sponsor shall certify that the claim is correct and that records are available to support this claim. Failure to maintain such records may be grounds for denial of reimbursement for meals served claimed during the period covered by the records in question...."*

*Title 7 of the Code of Federal Regulations, Section 225.15(c)(1) states, "Sponsors shall maintain accurate records justifying all meals claimed and documenting that all Program funds were spent only on allowable Child Nutrition Program costs. Failure to maintain such records may be grounds for denial of reimbursement for meals served and/or administrative costs claimed during the period covered by the records in question. The sponsor's records shall be available at all times for inspection and audit by representatives of the Secretary, the Comptroller General of the United States, and the State agency for a period of three years following the date of submission of the final claim for reimbursement for the fiscal year."*

## Recommendation

Sponsor should ensure all records are maintained and available upon request.

### **5. The Sponsor claimed meals for unapproved days of operation**

#### **This is a Serious Deficiency**

##### Condition

##### **June 2020**

##### **0011 Richmond**

The Sponsor claimed meals for unapproved days of the week. Per the TIPS feeding site application, the feeding site was not approved to serve supper meals on Wednesday or Sunday. According to meal count documentation, the Sponsor claimed for reimbursement 85 supper meals on Wednesday, June 24, 2020 and 85 supper meals Sunday, June 28, 2020.

##### **0007 Youth Baptist Church**

The Sponsor claimed meals for unapproved days of the week. Per the TIPS feeding site application, the feeding site was not approved to serve supplements or supper meals on Friday or Saturday. According to meal count documentation, the feeding site claimed 100 supper meals and 100 supplements on Friday, June 26, 2020. Additionally, the feeding site claimed 100 supper meals and 100 supplements on Saturday, June 27, 2020. The supplements were disallowed in Finding 4.

As a result, 370 supper meals claimed for reimbursement were disallowed for the month of June 2020.

##### **July 2020**

##### **0005 Dunlap**

The Sponsor claimed meals on unapproved days of the week. Per the TIPS feeding site application, the site was not approved to serve supper meals on Saturday. According to meal count documentation, the Sponsor claimed 62 supper meals on Saturday, July 4, 2020. The meals were disallowed in Finding 4.

##### **0016 No Child Left Behind**

The Sponsor claimed meals for unapproved days of the week. Per the TIPS feeding site application, the feeding site was not approved to serve supper meals on Saturday or Sunday. According to meal count documentation, the Sponsor claimed supper meals on Saturday dates of July 11<sup>th</sup>, July 18<sup>th</sup> and July 25<sup>th</sup>. Additionally, the meal count documents supper meals served on Sunday dates of July 12<sup>th</sup>, July 19<sup>th</sup> and July 26<sup>th</sup>. Each meal documents 80 meals served. The meals were disallowed in Finding 4.

##### **0011 Richmond**

The Sponsor claimed meals for unapproved days of the week. Per the TIPS feeding site application, the site is not approved to serve supper meals on Wednesday or Sunday. According to meal count documentation, the Sponsor claimed supper meals on Wednesday dates of July 1<sup>st</sup>, July 8<sup>th</sup>, July 15<sup>th</sup> and July 22<sup>nd</sup>. Additionally, the meal count documents supper meals served on Sunday dates of July 5<sup>th</sup>, July 12<sup>th</sup>, July 19<sup>th</sup> and July 26<sup>th</sup>. Each meal documents 85 meals served apart from July 5<sup>th</sup> where 75 meals were claimed. The meals were disallowed in Finding 4.

**0007 Youth Baptist Church**

The Sponsor claimed meals for unapproved days of the week. Per the TIPS feeding site application, the feeding site was not approved to serve supper meals on Friday or Saturday. According to meal count documentation, the Sponsor claimed supper meals on Friday July 24, 2020. The meals were disallowed in Finding 4.

Criteria

*Title 7 of the Code of Federal Regulations, Section 225.16 (c)(3) states, “Meals served outside of the period of approved meal service shall not be eligible for Program payments.”*

Recommendation

The Sponsor should ensure only meal periods approved for meal service are claimed for reimbursement.

**6. Delivery tickets did not support meal count records**

**This is a Serious Deficiency**

Condition

Our review of the Sponsor’s meal count records and delivery tickets revealed that Sponsor either did not maintain delivery receipts or the number of meals documented on the delivery tickets did not support the number of meals claimed. Deficiencies are as follows:

**June 2020**

<b>Name of Site</b>	<b>Number of meals delivered</b>	<b>Number of meals Claimed</b>	<b>Disallowances</b>
<b>0006 Barbershop</b>	No delivery tickets provided	900 Supplements 900 Suppers	Meals are disallowed in Finding 1
<b>0005 Dunlap</b>	No delivery tickets provided	1,375 Supplements 1,375 Suppers	Meals are disallowed in Finding 1
<b>0002 Graceland Farms</b>	No delivery tickets provided	880 Supplements 880 Lunches	Meals are disallowed in Finding 1

<b>0001 Millbranch Rd</b>	No delivery tickets provided	984 Supplements 984 Lunches	Meals are disallowed in Finding 1
<b>0003 Morris Park</b>	No delivery tickets provided	1,520 Supplements 1,520 Suppers	Meals are disallowed in Finding 1
<b>0004 Pauline</b>	No delivery tickets provided	1,140 Supplements 1,140 Suppers	Meals are disallowed in Finding 1
<b>0011 Richmond</b>	No delivery tickets provided	765 Supplements 765 Suppers	Supplements are disallowed in Finding 4 -595 Suppers*

\*170 Suppers are disallowed in Finding 5.

As a result, 595 supper meals claimed for reimbursement were disallowed for the month of June 2020.

#### July 2020

<b>Name of Site</b>	<b>Number of meals delivered</b>	<b>Number of meals Claimed</b>	<b>Disallowances</b>
<b>0006 Barbershop</b>	No delivery tickets provided	1,550 Supplements 1,550 Suppers	Meals are disallowed in Finding 1
<b>0005 Dunlap</b>	No delivery tickets provided	2,172 Supplements 2,172 Suppers	Meals are disallowed in Findings 1 & 4
<b>0009 Foote Homes</b>	No delivery tickets provided	1,520 Supplements 1,520 Suppers	Meals are disallowed in Findings 2 & 4
<b>0013 Giving Back</b>	No delivery tickets provided	1,136 Supplements 1,336 Suppers	Meals are disallowed in Finding 1
<b>0002 Graceland Farms</b>	No delivery tickets provided	1,240 Supplements 1,240 Lunches	Meals are disallowed in Finding 1
<b>0001 Millbranch Rd</b>	No delivery tickets provided	2,428 Supplements 2,428 Lunches	Meals are disallowed in Finding 1

<b>0003 Morris Park</b>	No delivery tickets provided	2,480 Supplements 2,480 Suppers	Meals are disallowed in Findings 1 & 4
<b>0016 No Child Left Behind</b>	1,920 Supplements 1,760 Suppers	2,080 Supplements 2,080 Suppers	Meals are disallowed in Findings 1, 2 & 4
<b>0004 Pauline</b>	No delivery tickets provided	1,860 Supplements 1,860 Suppers	Meals are disallowed in Finding 1
<b>0011 Richmond</b>	No delivery tickets provided	2,525 Supplements 2,525 Suppers	Meals are disallowed in Findings 1, 2 & 4
<b>0015 Youth Outreach</b>	No delivery tickets provided	2,357 Supplements 2,357 Suppers	Meals are disallowed in Findings 1 & 4

#### Criteria

*Title 7 of the Code of Federal Regulations, Section 7 CFR 225.15 (c) states, "Sponsors shall maintain accurate records which justify all costs and meals claimed. ..."*

#### Recommendation

The Sponsor should ensure the sites are properly trained on record keeping policies and procedures. The Sponsor should ensure that delivery tickets support the meal counts.

### **7. The Sponsor did not comply with training requirements**

#### **This is a Serious Deficiency**

#### Condition

Our review of the Sponsor's training documentation found the following deficiencies:

- Site supervisors listed in the TIPS site applications for **0001 Millbranch Rd. and 0002 Graceland Farms** are not documented as attending the SFSP training.
- Site supervisors listed on the TIPS site applications for **0012 Jessica's Outreach, 0014 One Child at a Time, 0015 Youth Outreach, 0013 Giving Back, 0001 Millbranch Rd., 0002 Graceland Farms and 0016 No Child Left Behind** are not documented as attending the Civil Rights Training.
- Site personnel other than the site supervisor listed in TIPS who signed meal count sheets was not documented as having the SFSP training for **0016 No Child Left Behind**.

#### Criteria

*Title 7 of the Code of Federal Regulations, Section 225.15 (d) (1) states, “Each sponsor shall hold Program training sessions for its administrative and site personnel and shall allow no site to operate until personnel have attended at least one of these training sessions. Training of site personnel shall, at a minimum, include: the purpose of the Program; site eligibility; recordkeeping; site operations; meal pattern requirements; and the duties of a monitor. Each site shall have present at each meal service at least one person who has received this training.”*

The USDA Administration Guide Summer Food Service Program, page 109, states, “...If a site supervisor who has attended the sponsor’s training session resigns during the summer, the sponsor is responsible for ensuring that the new site supervisor receives all necessary training before taking charge of the site...”

*Title 7 of the Code of Federal Regulations, Section 225.7 (g)(1) states, “Each State agency shall comply with all requirements of title VI of the Civil Rights Act of 1964, title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Department’s regulations concerning nondiscrimination (7 CFR parts 15, 15a and 15b), including requirements for racial and ethnic participation data collection, public notification of the nondiscrimination policy, and reviews to assure compliance with such policy, to the end that no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under, the Program.”*

Recommendation

Sponsors should ensure all site and administrative personnel are trained prior to any SFSP duties.

**8. The Sponsor reported the number of operation days incorrectly**

**This is a Serious Deficiency**

Condition

The reported days of operation for multiple sites were incorrect. Deficiencies were as follows:

**June 2020**

Site Name	Operating Days reported in TIPS	Verified Days of Operation per Meal Count Sheets
<b>0006 Barbershop</b>	18 days	0 days
<b>0005 Dunlap</b>	19 days	0 days
<b>0002 Graceland Farms</b>	22 days	0 days
<b>0001 Millbranch Rd</b>	22 days	0 days
<b>0003 Morris Park</b>	19 days	0 days
<b>0004 Pauline</b>	19 days	0 days

**July 2020**

Site Name	Operating Days reported in TIPS	Verified Days of Operation per Meal Count Sheets
0006 Barbershop	31 days	0 days
0008 Claiborne	31 days	18 days
0005 Dunlap	31 days	5 days
0013 Giving Back	26 days	0 days
0002 Graceland Farms	31 days	0 days
0001 Millbranch Rd	31 days	0 days
0003 Morris Park	31 days	5 days
0014 One Child at a Time	21 days	18 days
0004 Pauline	31 days	0 days
0011 Richmond	31 days	29 days
0007 Youth Baptist Church	13 days	14 days
0015 Youth Outreach	26 days	15 days

Criteria

*Title 7 of the Code of Federal Regulations, Section 225.9 (d) (5) states, "In submitting a claim for reimbursement, each sponsor shall certify that the claim is correct and that records are available to support this claim."*

Recommendation

The Sponsor should review meal count sheets to ensure that operating days are correct when submitting claim for reimbursement.

**9. The Sponsor did not provide documentation of Racial/Ethnic Data information completion for any sites**

Condition

The Sponsor did not provide documentation of the completion of Racial/Ethnic data information for any of the operating sites.

Criteria

Title 7 of the Code of Federal Regulations, Section 225.7 (g)(1) states, "Each State agency shall comply with all requirements of title VI of the Civil Rights Act of 1964, title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Department's regulations concerning nondiscrimination (7 CFR parts 15, 15a and 15b), including requirements for racial and ethnic participation data collection, public notification of the nondiscrimination policy, and reviews to assure compliance with such policy, to the end that no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under, the Program."

The USDA Administration Guide Summer Food Service Program, page 122, states, "The sponsor also must collect ethnic/racial category data each year by ethnic/racial category for each site under the sponsor's

jurisdiction. Sponsors of residential camps must collect and maintain this information separately for each session of the camp. For all other sites, the sponsor must count the participating children at least once during the site's operation. The sponsor may use visual identification to determine a participant's racial/ethnic category. For collection purposes, a participant may be included in the group to which he or she appears to belong, identifies with, or is regarded as a member of by the community."

#### Recommendation

The Sponsor should ensure all sites in operation have the racial ethnic data information completed as required. Documentation should be maintained and available upon request.

### **10. The Sponsor did not conduct pre-operational site visits**

#### **This is a Serious Deficiency**

##### Condition

The Sponsor provided a monitoring plan with dates of the planned pre-operational visits but did not provide documentation of the completion of the visits for any of the approved operating sites. The visits are required as this is a new Sponsor.

##### Criteria

Title 7 of the Code of Federal Regulations, Section 7 *CFR 225.14 (c) (6)* states, Sponsors must certify "all sites have been visited and have the capability and the facilities to provide the meal service planned for the number of children anticipated to be served" before they begin operations.

The USDA Administration Guide Summer Food Service Program, page 42, states "Prior to approval, sponsors must visit new sites and any sites that had operational problems in the previous year...These visits are to determine that the sites have the facilities to provide meal service for the anticipated number of children in attendance and the capability to conduct the proposed meal service. Sponsors should record the date of the pre-operational visit to each site and the name of the person who visited each site."

##### Recommendation

The Sponsor should ensure all pre-operational visits are completed prior to beginning site operations for sites that are required.

### **11. The Sponsor did not conduct monitoring reviews as required**

#### **This is a Serious Deficiency**

##### Condition

The Sponsor provided a monitoring plan with listed dates of planned monitoring reviews but did not provide documentation of the completion of the first week or first four-week monitoring reviews for any of the operating sites.

##### Criteria

Title 7 of the Code of Federal Regulations, Section 7 *CFR 225.15 (d) (2)* states, “Sponsors shall visit each of their sites at least once during the first week of operation under the Program and shall promptly take such actions as are necessary to correct any deficiencies.”

Title 7 of the Code of Federal Regulations, Section 7 *CFR 225.15 (d) (3)* states, “Sponsors shall review food service operations at each site at least once during the first four weeks of Program operations, and thereafter shall maintain a reasonable level of site monitoring, Sponsors shall complete a monitoring form developed by the State agency during the conduct of these reviews.”

Recommendation

The Sponsor should ensure all sites are in compliance with the USDA monitoring guidelines.

**12. The Sponsor expensed unallowable costs to SFSP**

**This is a Serious Deficiency**

Condition

The Sponsor’s receipts for the operating period of June 2020 and July 2020 disclosed unallowed cost totaling \$1,574.87. These costs were not included in the Sponsor’s approved budget. In addition, prior approval from DHS was not obtained for the expenses charged to SFSP. This resulted in unallowable costs totaling \$1,578.87 (\$752.47 For June 2020; and \$22.40 for July 2020). The unallowed costs are:

Receipt Date	Item Description	Receipt Amount
06/25/20	Jim Keras Nissan car repair	\$30.34
06/20/20	Thank You Receipt, unable to determine what was purchased	\$15.00
06/20/20	Thank You Receipt, unable to determine what was purchased	\$15.00
06/15/20	Jim Keras Nissan car repair	\$258.10
06/24/20	Jim Keras Nissan car repair	\$35.17
06/26/20	Jim Keras Nissan car repair	\$219.49
06/18/20	Venom, unable to determine what was purchased	\$85.00
06/27/20	O’Reilly Auto Parts purchase	\$94.37
07/16/20	Rufus Discount Mufflers car repair	\$381.12
07/06/20	Landers Nissan-car repair	\$128.35

07/05/20	Tigermart gas	\$10.00
07/31/20	Chelsea Express gas	\$20.00
07/23/20	Chelsea Express gas	\$20.00
7/26/20	Millbranch prepaid gas	\$30.00
7/20/20	Elvis Presley Blvd gas	\$20.00
7/21/20	O'Reilly Auto Parts purchase	\$212.93

**Total Expensed \$1,574.87**

Criteria

Per FNS Instruction 796-4, Rev. 4, Page 14 -16 Section D, titled (Unallowable Costs) states unallowable costs are costs for which SFSP funds may not be disbursed. They include the following:

- "... Entertainment, i.e., cost of amusements, social activities, and incidental related costs such as meals, beverages, lodging, rentals, transportation, gratuities, etc.
- Administrative costs not included in the sponsor's budget as finally approved.
- Any other cost incurred which program officials determine to be in violation of applicable laws and regulations".

Per 2 CFR 215 Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Learning Education, Hospitals, and Other Non-Profit Organizations, Section 215. 25 (b), titled Revision of Budget and Program Plans state " Recipients are required to report deviations from budget and program plans and request prior approvals for budget and program plan revisions..."

Recommendation

The Sponsor should comply with federal regulations and only expense items to the SFSP program that is allowable and approved in their budget.

**13. The Sponsor did not provide proof of an adequate financial system**

Condition

The Sponsor did not provide a bank statement, general ledger or any other proof of an adequate financial system was provided.

Criteria

The USDA Administration Guide Summer Food Service Program, page 144, “To substantiate your claim for reimbursement, sponsors must keep all records of meal counts taken daily at each site, operating costs including food and other costs, administrative costs including labor and supplies, and funds accruing to the Program.

*Title 7 of the Code of Federal Regulations, Section 225.15 (c) (1)* states, “... Sponsors shall maintain accurate records justifying all meals claimed and documenting that all Program funds were spent only on allowable Child Nutrition Program costs. Failure to maintain such records may be grounds for denial of reimbursement for meals served and/or administrative costs claimed during the period covered by the records in question. The sponsor's records shall be available at all times for inspection and audit by representatives of the Secretary, the Comptroller General of the United States, and the State agency for a period of three years following the date of submission of the final claim for reimbursement for the fiscal year.”

#### Recommendation

The Sponsor should maintain a general ledger to support the food and non-food purchases made with CACFP funds.

### **14. The Sponsor did not provide documentation of labor payments made to employees**

#### Condition

The Sponsor provided time and attendance reports for some employees, but no other verifications were provided to ensure employees were paid or the amount paid.

#### Criteria

The USDA Administration Guide Summer Food Service Program, page 143, states, “Records must be maintained that document the amount and purpose of all administrative costs attributed to SFSP.”

*Title 7 of the Code of Federal Regulations, Section 225.15 (c) (1)* states, “... Sponsors shall maintain accurate records justifying all meals claimed and documenting that all Program funds were spent only on allowable Child Nutrition Program costs. Failure to maintain such records may be grounds for denial of reimbursement for meals served and/or administrative costs claimed during the period covered by the records in question. The sponsor's records shall be available at all times for inspection and audit by representatives of the Secretary, the Comptroller General of the United States, and the State agency for a period of three years following the date of submission of the final claim for reimbursement for the fiscal year.”

#### Recommendation

The Sponsor should ensure that all SFSP funds are accounted for accurately.

### **OVERPAYMENT - RIGHT TO APPEAL**

#### **Disallowed Meals Cost**

Based on the review, we determined that the Sponsor’s noncompliance with the applicable Federal and

State regulations that govern the SFSP for June 2020, resulted in disallowed meals cost of \$41,784.01.

### **Unallowable Administrative Cost**

Based on the review, we determined the Sponsor's noncompliance with the applicable Federal and State regulations that govern the CACFP resulted in total unallowable administrative cost of \$752.47 for June 2020, and \$822.40 for July 2020.

**The procedures for submitting an appeal regarding the amount of overpayment are enclosed. Please note that the request for appeal must be in writing and must be received by our Department no later than ten (10) calendar days from your receipt of this letter.** 7 C.F.R. § 225.13(a). The appeal must be submitted to:

Tennessee Department of Human Services  
Appeals and Hearings Division, Clerk's Office  
P.O. Box 198996  
Nashville, TN 37219

If the Institution decides to appeal the amount of overpayment, all appeal procedures must be followed as failure to do so may result in the denial of your request for an appeal.

### **SUMMARY**

The Department has determined that Alumni Music Incorporated is seriously deficient in its operation of the SFSP and that Gabriel Partee, Executive Director, is responsible for the serious deficiencies.

You may not appeal the serious deficiency determination itself. If the Department proposes to terminate Alumni Music Incorporated's SFSP agreement, you will be able to appeal those actions and you will be advised of your appeal rights and the appeal procedures at that time.

The Sponsor must complete the following actions within 30 days from the date of this report:

- Log into the Tennessee Information Payment System (TIPS) and revise the claim submitted for June 2020, which contains the verified claim data from the enclosed exhibits. ***Please note that, if the claim is revised,*** TIPS will automatically deduct the overpayment from your next SFSP claim for reimbursement. **OR**
- If you are no longer participating in the SFSP program, remit a check payable to the ***Tennessee Department of Human Services*** in the amount noted in the report for recovery of the amounts disallowed in this report. ***Please return the attached billing notice with your check;*** and
- Prepare and submit a corrective action plan to address the deficiencies identified in this report. The corrective action plan template is attached. Please return the corrective action plan to:

[AuditServices.CAPS.DHS@tn.gov](mailto:AuditServices.CAPS.DHS@tn.gov)

Please mail your check and the billing notice to:

Summer Food Service Program  
Fiscal Services  
James K. Polk Building, 16<sup>th</sup> Floor  
505 Deaderick Street  
Nashville, Tennessee 37243

If the Department does not receive the corrective action plan by the deadline date, or the Department determines that the corrective action plan does not provide for the full and permanent correction of the serious deficiencies and findings, the Department will propose to terminate the Sponsor's SFSP Provider Agreement and to disqualify you and the Sponsor from future SFSP participation by issuing a Notice of Proposed Termination.

We appreciate the assistance provided during this review. If you have any questions regarding this report, please contact Sean Baker, Audit Director 2, at 615-313-4727 or [Sean.Baker@tn.gov](mailto:Sean.Baker@tn.gov).

Sincerely,

*Allette Vayda*

Allette Vayda  
Director of Operations- Food Programs

Exhibit

cc: Evealene Williams, Program Director, Building Blocks Nutrition  
Sam Alzoubi, Director of Audit Services  
Sean Baker, Audit Director 2  
Elke Moore, Administrative Services Assistant 3  
Constance Moore, Program Specialist  
Marty Widner, Program Specialist  
Comptroller of the Treasury, State of Tennessee

**Exhibit A**  
**Summary of Total Claimed and Reconciled Meals**  
**Sponsor: Alumni Music Incorporated**  
**Review Month/Year: June/2020**  
**Claim Reimbursement Total: \$49,324.95**

<b>Site Meal Service Activity</b>	<b>Reported on Claim</b>	<b>Reconciled Meals to Meal Counts Sheets</b>
Total Number of Days Food Served	22	9
Number of Participating Sites for Lunch Meals	2	0
Number of Participating Sites for PM Supplement Meals	10	4
Number of Participating Sites for Supper Meals	8	4
Number of Lunch Meals Served	1,864	0
Number of PM Supplements Meals Served	9,615	0
Number of Supper Meals Served	7,751	1,816

**Exhibit B**

**Sponsor: Alumni Music Incorporated**  
**Site: 0006 Barbershop**  
**Review Month/Year: June 2020**

<b>Site Meal Service Activity and Monitor Reconciliation</b>	<b>Reported on Claim</b>	<b>Reconciled Meals to Meal Counts Sheets</b>
Total Number of Days Food Served	18	0
Number of PM Supplements Served	900	0
Number of Supper Meals Served	900	0

**Exhibit C****Sponsor: Alumni Music Incorporated****Site: 0008 Claiborne Pointe****Review Month/Year: June 2020**

<b>Site Meal Service Activity and Monitor Reconciliation</b>	<b>Reported on Claim</b>	<b>Reconciled Meals to Meal Counts Sheets</b>
Total Number of Days Food Served	9	9
Number of PM Supplements Served	630	0
Number of Supper Meals Served	630	559

**Exhibit D****Sponsor: Alumni Music Incorporated****Site: 0005 Dunlap****Review Month/Year: June 2020**

<b>Site Meal Service Activity and Monitor Reconciliation</b>	<b>Reported on Claim</b>	<b>Reconciled Meals to Meal Counts Sheets</b>
Total Number of Days Food Served	19	0
Number of PM Supplements Served	1375	0
Number of Supper Meals Served	1375	0

**Exhibit E****Sponsor: Alumni Music Incorporated****Site: 0009 Foote Homes****Review Month/Year: June 2020**

<b>Site Meal Service Activity and Monitor Reconciliation</b>	<b>Reported on Claim</b>	<b>Reconciled Meals to Meal Counts Sheets</b>
Total Number of Days Food Served	9	9
Number of PM Supplements Served	657	0
Number of Supper Meals Served	657	657

**Exhibit F**

**Sponsor: Alumni Music Incorporated**  
**Site: 0002 Graceland Farms**  
**Review Month/Year: June 2020**

<b>Site Meal Service Activity and Monitor Reconciliation</b>	<b>Reported on Claim</b>	<b>Reconciled Meals to Meal Counts Sheets</b>
Total Number of Days Food Served	22	0
Number of Lunch Meals Served	880	0
Number of PM Supplements Served	880	0

**Exhibit G**

**Sponsor: Alumni Music Incorporated**  
**Site: 0001 Millbranch Rd**  
**Review Month/Year: June 2020**

<b>Site Meal Service Activity and Monitor Reconciliation</b>	<b>Reported on Claim</b>	<b>Reconciled Meals to Meal Counts Sheets</b>
Total Number of Days Food Served	22	0
Number of Lunch Meals Served	984	0
Number of PM Supplements Served	984	0

**Exhibit H**

**Sponsor: Alumni Music Incorporated**  
**Site: 0003 Morris Park**  
**Review Month/Year: June 2020**

<b>Site Meal Service Activity and Monitor Reconciliation</b>	<b>Reported on Claim</b>	<b>Reconciled Meals to Meal Counts Sheets</b>
Total Number of Days Food Served	19	0
Number of PM Supplements Served	1520	0
Number of Supper Meals Served	1520	0

**Exhibit I**

**Sponsor: Alumni Music Incorporated**  
**Site: 0004 Pauline**  
**Review Month/Year: June 2020**

<b>Site Meal Service Activity and Monitor Reconciliation</b>	<b>Reported on Claim</b>	<b>Reconciled Meals to Meal Counts Sheets</b>
Total Number of Days Food Served	19	0
Number of PM Supplements Served	1140	0
Number of Supper Meals Served	1140	0

**Exhibit J**

**Sponsor: Alumni Music Incorporated**  
**Site: 0011 Richmond**  
**Review Month/Year: June 2020**

<b>Site Meal Service Activity and Monitor Reconciliation</b>	<b>Reported on Claim</b>	<b>Reconciled Meals to Meal Counts Sheets</b>
Total Number of Days Food Served	9	9
Number of PM Supplements Served	729	0
Number of Supper Meals Served	729	0

**Exhibit K**

**Sponsor: Alumni Music Incorporated**  
**Site: 0007 Youth Baptist Church**  
**Review Month/Year: June 2020**

<b>Site Meal Service Activity and Monitor Reconciliation</b>	<b>Reported on Claim</b>	<b>Reconciled Meals to Meal Counts Sheets</b>
Total Number of Days Food Served	8	8
Number of PM Supplements Served	800	0
Number of Supper Meals Served	800	600

**Exhibit L**  
**Summary of Total Claimed and Reconciled Meals**  
**Sponsor: Alumni Music Incorporated**  
**Review Month/Year: July/2020**  
**Claim Reimbursement Total: \$141,402.77**

<b>Site Meal Service Activity</b>	<b>Reported on Claim</b>	<b>Reconciled Meals to Meal Counts Sheets</b>
Total Number of Days Food Served	31	31
Number of Participating Sites for Lunch Meals	2	0
Number of Participating Sites for PM Supplement Meals	15	10
Number of Participating Sites for Supper Meals	13	10
Number of Lunches Meals Served	3,668	0
Number of PM Supplements Meals Served	27,402	0
Number of Suppers Meals Served	23,934	0

**Exhibit M**

**Sponsor: Alumni Music Incorporated**  
**Site: 0006 Barbershop**  
**Review Month/Year: July 2020**

<b>Site Meal Service Activity and Monitor Reconciliation</b>	<b>Reported on Claim</b>	<b>Reconciled Meals to Meal Counts Sheets</b>
Total Number of Days Food Served	31	0
Number of PM Supplements Served	1,550	0
Number of Supper Meals Served	1,550	0

**Exhibit N**

**Sponsor: Alumni Music Incorporated**  
**Site: 0008 Claiborne Pointe**  
**Review Month/Year: July 2020**

<b>Site Meal Service Activity and Monitor Reconciliation</b>	<b>Reported on Claim</b>	<b>Reconciled Meals Observed</b>
Total Number of Days Food Served	31	18
Number of PM Supplements Served	1,425	0
Number of Supper Meals Served	1,425	0

**Exhibit O**

**Sponsor: Alumni Music Incorporated**  
**Site: 0005 Dunlap (Sample)**  
**Review Month/Year: July 2020**

<b>Site Meal Service Activity and Monitor Reconciliation</b>	<b>Reported on Claim</b>	<b>Reconciled Meals to Meal Counts Sheets</b>
Total Number of Days Food Served	31	5
Number of PM Supplements Served	2,172	0
Number of Supper Meals Served	2,172	0

**Exhibit P**

**Sponsor: Alumni Music Incorporated**  
**Site: 0009 Foote Homes**  
**Review Month/Year: July 2020**

<b>Site Meal Service Activity and Monitor Reconciliation</b>	<b>Reported on Claim</b>	<b>Reconciled Meals to Meal Counts Sheets</b>
Total Number of Days Food Served	19	19
Number of PM Supplements Served	1,520	0
Number of Supper Meals Served	1,520	0

**Exhibit Q****Sponsor: Alumni Music Incorporated****Site: 0013 Giving Back****Review Month/Year: July 2020**

<b>Site Meal Service Activity and Monitor Reconciliation</b>	<b>Reported on Claim</b>	<b>Reconciled Meals to Meal Counts Sheets</b>
Total Number of Days Food Served	26	0
Number of PM Supplements Served	1,136	0
Number of Supper Meals Served	1,336	0

**Exhibit R****Sponsor: Alumni Music Incorporated****Site: 0002 Graceland Farms****Review Month/Year: July 2020**

<b>Site Meal Service Activity and Monitor Reconciliation</b>	<b>Reported on Claim</b>	<b>Reconciled Meals to Meal Counts Sheets</b>
Total Number of Days Food Served	31	0
Number of Lunch Meals Served	1,240	0
Number of PM Supplements Served	1,240	0

**Exhibit S****Sponsor: Alumni Music Incorporated****Site: 0012 Jessica's Outreach****Review Month/Year: July 2020**

<b>Site Meal Service Activity and Monitor Reconciliation</b>	<b>Reported on Claim</b>	<b>Reconciled Meals to Meal Counts Sheets</b>
Total Number of Days Food Served	18	18
Number of PM Supplements Served	1,516	0
Number of Supper Meals Served	1,516	0

**Exhibit T**

**Sponsor: Alumni Music Incorporated**  
**Site: 0001 Millbranch Rd**  
**Review Month/Year: July 2020**

<b>Site Meal Service Activity and Monitor Reconciliation</b>	<b>Reported on Claim</b>	<b>Reconciled Meals to Meal Counts Sheets</b>
Total Number of Days Food Served	31	0
Number of Lunch Meals Served	2,428	0
Number of PM Supplements Served	2,428	0

**Exhibit U**

**Sponsor: Alumni Music Incorporated**  
**Site: 0003 Morris Park (Sample)**  
**Review Month/Year: July 2020**

<b>Site Meal Service Activity and Monitor Reconciliation</b>	<b>Reported on Claim</b>	<b>Reconciled Meals to Meal Counts Sheets</b>
Total Number of Days Food Served	31	5
Number of PM Supplements Served	2,480	0
Number of Supper Meals Served	2,480	0

**Exhibit V**

**Sponsor: Alumni Music Incorporated**  
**Site: 0016 No Child Left Behind**  
**Review Month/Year: July 2020**

<b>Site Meal Service Activity and Monitor Reconciliation</b>	<b>Reported on Claim</b>	<b>Reconciled Meals to Meal Counts Sheets</b>
Total Number of Days Food Served	26	26
Number of PM Supplements Served	2,080	0
Number of Supper Meals Served	2,080	0

**Exhibit W**

**Sponsor: Alumni Music Incorporated**  
**Site: 0014 One Child at A Time**  
**Review Month/Year: July 2020**

<b>Site Meal Service Activity and Monitor Reconciliation</b>	<b>Reported on Claim</b>	<b>Reconciled Meals to Meal Counts Sheets</b>
Total Number of Days Food Served	21	18
Number of PM Supplements Served	1,816	0
Number of Supper Meals Served	1,816	0

**Exhibit X**

**Sponsor: Alumni Music Incorporated**  
**Site: 0004 Pauline**  
**Review Month/Year: July 2020**

<b>Site Meal Service Activity and Monitor Reconciliation</b>	<b>Reported on Claim</b>	<b>Reconciled Meals to Meal Counts Sheets</b>
Total Number of Days Food Served	31	0
Number of PM Supplements Served	1,860	0
Number of Supper Meals Served	1,860	0

**Exhibit Y**

**Sponsor: Alumni Music Incorporated**  
**Site: 0011 Richmond**  
**Review Month/Year: July 2020**

<b>Site Meal Service Activity and Monitor Reconciliation</b>	<b>Reported on Claim</b>	<b>Reconciled Meals to Meal Counts Sheets</b>
Total Number of Days Food Served	31	29
Number of PM Supplements Served	2,525	0
Number of Supper Meals Served	2,525	0

**Exhibit Z**

**Sponsor: Alumni Music Incorporated**  
**Site: 0007 Youth Baptist Church**  
**Review Month/Year: July 2020**

<b>Site Meal Service Activity and Monitor Reconciliation</b>	<b>Reported on Claim</b>	<b>Reconciled Meals to Meal Counts Sheets</b>
Total Number of Days Food Served	13	14
Number of PM Supplements Served	1,297	0
Number of Supper Meals Served	1,297	0

**Exhibit AA**

**Sponsor: Alumni Music Incorporated**  
**Site: 0015 Youth Outreach**  
**Review Month/Year: July 2020**

<b>Site Meal Service Activity and Monitor Reconciliation</b>	<b>Reported on Claim</b>	<b>Reconciled Meals to Meal Counts Sheets</b>
Total Number of Days Food Served	26	15
Number of PM Supplements Served	2,357	0
Number of Supper Meals Served	2,357	0

**Exhibit BB  
Overpayment Summary**

<b>June Disallowed Meals</b>	<b>X Meal Rate</b>	<b>Total Allowed/Disallowed</b>
1,864 Lunch Meals	\$4.1525	\$7,740.26
9,615 Supplements	\$0.9775	\$9,398.66
5935 Supper Meals	\$4.1525	\$24,645.09
<b>Total disallowed cost for June 2020</b>		<b>\$41,784.01*</b>
<b>July Disallowed Meals</b>		
3,668 Lunch Meals	\$4.1525	\$15,231.37
27,402 Supplements	\$0.9775	\$26,785.46
23,934 Supper Meals	\$4.1525	\$99,385.94
<b>Total disallowed cost for June 2020</b>		<b>\$141,402.77**</b>
<b>Total Disallowed cost</b>		<b>\$183,186.78</b>

\*The amount disallowed in this report due to noncompliance.

\*\*This amount is not included in the report since payment was not made as of the date of this report.



**STATE OF TENNESSEE  
DEPARTMENT OF HUMAN SERVICES**

JAMES K. POLK BUILDING  
505 DEADERICK STREET  
NASHVILLE, TENNESSEE 37243-1403

TELEPHONE: 615-313-4700 FAX: 615-741-4165  
TTY: 1-800-270-1349  
www.tn.gov/humanservices

**BILL LEE**  
GOVERNOR

**DANIELLE W. BARNES**  
COMMISSIONER

October 23, 2020

Gabriel Partee, Executive Director  
Alumni Music Incorporated  
1793 Keltner Circle, Suite 9  
Memphis, Tennessee 38114-4662

**Notice of payment due to findings disclosed in the monitoring report for Summer Food Service Program (SFSP)**

Institution Name:	Alumni Music Incorporated
Institution Address:	3641 Millbranch Rd. Memphis, Tennessee 38116-4817 (Physical address)
Agreement Numbers:	00766
Amount Due:	\$41,784.01
Due Date:	November 24, 2020

Please remit a check or money order payable to the **Tennessee Department of Human Services** in the amount noted above by the due date to:

**Fiscal Services  
James K. Polk Building, 16<sup>th</sup> Floor  
505 Deaderick Street  
Nashville, Tennessee 37243  
Tennessee Department of Human Services**

If you have any questions regarding this notice, please feel free to contact Allette Vayda, Director of Operations at (615) 313-3769 or [Allette.Vayda@tn.gov](mailto:Allette.Vayda@tn.gov).

Thank you for your attention